

शहीद राजगुरु कॉलेज ऑफ एप्लाइड साइंसेस फॉर वुमैन
SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN

(दिल्ली विश्वविद्यालय)

वसुंधरा एनक्लेव (चिल्ला स्पोर्ट्स कॉम्प्लैक्स के पास)
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दिनांक/Date... 05/08/2016

संदर्भ सं./Ref. No. SRCASW/.....

Minutes of IQAC Meeting held on 5th August, 2016

A meeting of IQAC was held on 5th August, 2016 at 2:00 pm in the Committee Room.

1. The committee was informed about the Rs. 1.5 L grant sanctioned to the college as 1st instalment for the year 2016-17 to IQAC. The members noted the same and requested the coordinator to utilize the same at the earliest and send the utilization certificate for the next instalment.
2. The composition, (presently according to the NAAC guidelines) was updated, according to the UGC guidelines as well. Since two additional faculty members are required, the principal consulted the Academic Development committee convenor and proposed the following . The IQAC shall have the following composition:

a) Dr. Payal Mago, Principal	Chairperson
b) Mr. Saaket Kumar, Administrative officer	Member
c) Ms. Preeti Singhal, Associate Professor	Member
d) Dr. Ranjana Singh, Associate Professor	Member
e) Dr. Daya Bhardwaj, Assistant Professor	Member
f) Ms. Seema Shukla, Expert on Quality Management,	Member
g) Expert from Industry	Member
h) Dr. Radhika Bakhshi, Assistant Professor	Member Secretary
i) Mr. T.N. Ravi , Accounts Officer	Special invitee
j) Dr. Projesh Roy , Librarian	Special invitee
k) Mr. Ismal, treasurer of college Governing Body	Special invitee
l) Ms. Savitri, alumni	Special invitee
m) Student representative	Special invitee
n) Dr. Nitin Malik, Joint Registrar from I.P University	Special invitee
o) Admission convenor	Special invitee
p) Ms. Asha, Assistant Professor (Adhoc)	Special Invitee


3. Development of Central Data Bank:-


- a) Inputs for the status of the student data bank were provided by Dr. Projes.
- The online application form of Delhi University of 2016 covers detailed information of students. This data will be compiled for the 1st semester students.
 - Data for other students of 2nd, 5th & B.Tech students will also be compiled.
 - It was suggested that the students and Ms. Asha from the Dept. of computer Sciences will be helping Dr. Projes Roy, in the development of the student Data Bank.
- b) Result Analysis for Academic Audit-
The semester and result analysis will be forwarded to each department, where it will be tabulated and analysed. Ms. Preeti Singhal (Member, IQAC) will be analysing the semester end result. (an additional faculty will be a special invitee for IQAC).
- c) Data for cultural and Academic Activities taking place in the college will be collected from each department regularly for the Central Data Bank.
- d) Alumni Data Compilation whose In- charge was Dr. Aakansha, Department of Computer Science will now be taken over by Ms. Asha, Assistant Professor Computer Science .

4. Keeping in view of the various functions of IQAC, the following suggestions were made:-

- a) To disseminate the information on various quality parameters the college website will have a designated section for IQAC.
- b) Various inter & intra- institution workshops would be organized on quality-related issues.
- c) English Remedial classes will be initiated for the lab staff.

5. Upon the suggestion of IQAC and as part of its functions, a workshop was organized for the non-teaching staff members, where training in computer literacy was provided. The members applauded this move.


(Dr. Radhika Bakhshi)
Member Secretary, IQAC


(Dr. Payal Mago)
Chairperson, IQAC